Save the Children
House # CWN (A) 35, Road # 43, Gulshan-2,
Dhaka-1212, Ph:9861690

09/07/2019

To

Subject   Request for Proposal

Save the Children is hereby inviting Sealed Quotation/Price offer with your best price for supplying following item(s)/Services. The quoted price should meet the specification given below. Please enclose this letter with your offer in organization's / company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of quotation is subject to fulfillment of the following terms and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Consultant/Outsourcing Firm - Training Facilitation	Details as per attached TOR.	Job	1.00		

Terms & Condition

1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.

2 Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Risk and Compliance Director/ Country Director through email (abdullah.faruque@savethechildren.org).

3 Pre-proposal/bid meeting time & date: At 02:00 PM (SHARP) on July 15, 2019 in ATHENA Conference Room of SCI office.

4 Dead Line for Submission: On or before 22/07/2019 by 2:00 PM sharp.

5 Sealed Quotation should be submitted in the Bid Box -1 Kept in Gr.floor(Reception) located at Save the Children office, House- CWN (A) 35, Road- 43, Gulshan-2 ,Dhaka-1212 addressing: Sr. Manager- Procurement & Supply Chain, Envelop should be marked "GIS training facilitation (REF# RFP/SCI/BDCO/FY-19/00035)."

6 Completion Time: As per ToR.

7 Eligibility Criteria :The Proposer shall possess the following qualification: Organizations must provide information and documentary evidences to establish that they have a) legal establishment for a minimum of Two years overall experience in similar service/job b) Copy of updated Trade Lenience c) Company profile with customer list, preferably Govt. / Semi Govt. / INGO. d) Up-to-date VAT and Tax Certificate. For Individual copy of TIN or certificate of other relevant professional degree.

8 Evaluation (Technical & Financial): Procurement committee will evaluate the proposal as per ToR.

9 Scope of Work/Deliverables: As specified in the TOR.

10 Proposal: Technical & Financial Proposal should be submitted separately in sealed Envelope.

11 Eligibility criteria may be relaxed for the enlisted bidders with SCI.

12 Technical Criteria: As specified in the ToR

13 Technical Queries: For technical queries , Interested firms may contact with the contact person as indicated in the TOR.

14 Payment Mode: Payment will be made through A/C Payee cheque/EFT within 30 days upon satisfactorily goods received/completion of work and submission of invoice with necessary documents. Original duplicate Delivery challan received by Save the Children representative with name & sign is mandatory document for payment.

15 VAT and Tax shall be deducted as per rules of GoB.

16 This procurement will be conducted under USAID, So VAT Coupon will be provided. VAT & TAX shall be applicable as per GoB rules.

17 SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

[This is a system generated authorized document, so signature is not required]
Print Date :09-Jul-2019 Print Time :02:45:13PM

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If you have any queries feel free to ask.

Thank You
For Save the Children

Prasenjit Acharjee
Procurement & Supply Chain

Introduction:

Geographic Information System (**GIS**) refers to a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data. There has been a revolution of getting, managing and using information with different tools recently. Spatial analysis methods related to GIS can provide a set of tools for describing and understanding the evolving spatial organization of health services, for examining its relationship to health outcomes and access, and for improving delivery of health care services. Spatial analysis using GIS can be an integrated part of project management. It can identify the coverage gap to identify potential intervention areas of a project. It can also help us with workforce distribution, monitoring and evaluation, performance monitoring and taking the next step according to the outcomes.

Evaluation of the differences in geographical access within the population and for population subgroups is one of the key tasks for health service analysts. Policy-makers can explore inequalities in access to health care with the tools available in GIS. Distribution and management of resources can be easily monitored using spatial representation.

GIS has been used for monitoring, evaluation and decision making procedure of USAID's MaMoni MNCSP. Using spatial distribution of health informatics are helping the project in resource mobilization and distribution. Besides key performing areas and potential intervention areas are also identified using GIS.

GIS integrated with the monitoring websites can be an important tool for data representation. In MaMoni MNCSP project, the MIS and eMIS team have developed a platform to monitor routine health data using GIS maps with live updates.

2.   Objective:

The purpose is to build capacity of the national, regional and district level staffs will help them use the GIS data in their implementation process like finding out hard to reach areas, establishing better referral networks, identifying facility locations etc. which are aligned with the project goals and objectives.

3.   Scope of work:

Training on Basic use of GIS for project implementation for Regional and District managers along with national level staffs to be provided (total 17 person). Course may include:

- Course Introduction & Orientation Programme
- The ArcGIS Platform
- Introduction to ArcGIS
- Components of ArcGIS Desktop: ArcMap, ArcCatalog and ArcToolbox
- Overview of ArcGIS Analysts – Spatial Analyst, Network Analyst, 3D Analyst

- Geo-referencing
- Projection of Transmission
- Exercise and practice on lecture 2
- Acquiring & Selecting GIS Data
- Type of data
- Concept on data extraction & capture
- Creating & Editing Data
- Getting Spatial Data using GIS
- Creating shape file
- Adding IDs, adding label
- Saving data
- Working with Google earth files and KML
- Displaying Map
- Advanced Techniques for Cartographic Representation
- Adding a Title, Scale Bar, North Arrow, and Legend
- Data frame
- Map Graticule
- Customizing Legends and other map elements
  Understanding GIS Data

4.   Deliverables:

Full package (for 17 person) including:

- 5 Days Training
- Certificate
- Training report

5.   Qualification and experience:

Vast professional experience in training professionals on program level use of GIS. At least 10 years of experience as an organization. Independent organization and performs integrated environmental analysis using technologies like GIS, RS, IT and databases. Working experience of working with government ministries, departments and organizations as well as non-government organizations (NGOs) of the country.

6.   Logistic support from agency:

- Venue
- Lunch and snacks included
- Training logistics and materials
- Instruments
- Qualified trainers

7. Evaluation Criteria

Sl.	Criteria	Marks
1.	Technical	
1.a	A scientifically independent organization and performs integrated environmental analysis using technologies like GIS, RS, IT and databases	20
1.b	Has experience of providing training to MIS and Health Professionals	20
1.c	Has separate technical Divisions for training with all facilitation (training facility, training materials, foods, software etc)	20
1.d	Has over 15 years of experience working with national and international organizations and government of Bangladesh	10
2.	Financial	30
Total		100

6.   Contact person from MaMoni MNCSP:

Sk. Towhidur Rahaman
Save the Children in Bangladesh | Deputy Manager – MIS (Implementation) | "USAID's MaMoni Maternal and Newborn Care Strengthening Project"
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